



Print Audit Facilities Manager

User Manual

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Installation & Setup

IMPORTANT: Before you begin

The following items are required for a successful installation of Print Audit Facilities Manager. Please review this list and ensure all requirements are met before beginning installation.

Network Requirements:

- TCP/IP configured
- Port 21 (preferred) or Port 22 (available July 25, 2005) must be open for automatic transmission of collected data
- Obtain a valid network username and password to allow Windows Task Scheduler to perform automatic collection of device metrics

System Requirements:

- Windows 2000/XP
- Network connection
- Internet connected browser

Installation

1. Point an internet browser to http://www.printaudit.com/downloads/exe/dca_setup.zip
2. You will then be prompted to download dca_setup.zip. Save the file to the PC in any desired location. If you are not prompted to download the file, your browser security settings may be too high. Set your security settings to allow files to be downloaded from this website. You may then need to resubmit the web form to access the file.
3. Extract the contents of the zip file, and run the program DCA_setup.exe. This will bring you to the Print Audit DCA Installation Wizard. Follow the prompts to complete installation.
4. Call Print Audit Technical Support at 1-877-412-8348 in North America or 1-403-685-4932 world-wide to obtain your activation code when prompted at the end of installation. You will be given your code and guided through the setup.

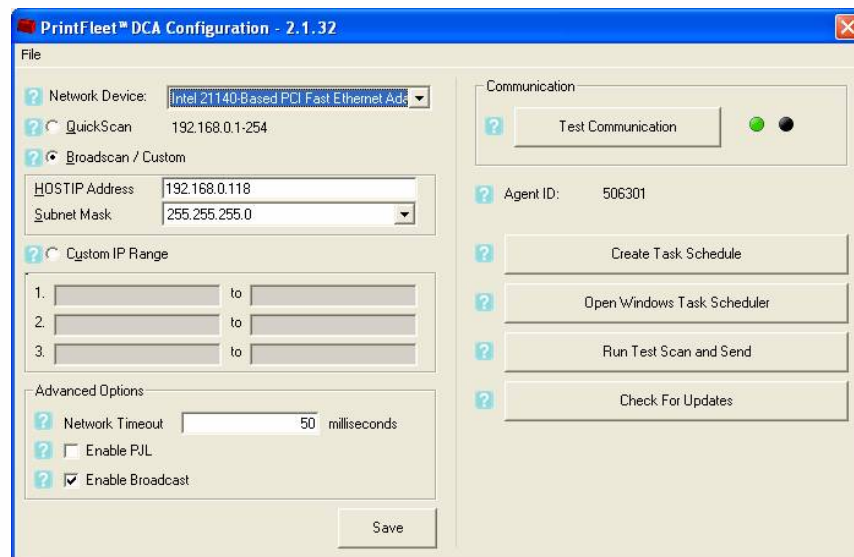
Setup

1. Once your valid activation code is entered, the Print Audit DCA will automatically do a communication check and will tell you if it is successful. If it is not successful, please ensure you have met all requirements from section 1.1.
2. Select Create Task Schedule to setup regular scanning intervals. The Task Scheduler is a component that is integrated within Microsoft Windows. The Task Scheduler contains a list of "tasks" to run at scheduled intervals.

- Print Audit Facilities Manager will schedule a task to scan the network once per hour. You will be prompted to enter a valid network username and password so that scans can be performed without anyone logged into the system.
 - Ideally this should be an administrator's username and password.
3. Select Open Windows Task Scheduler to view the task that was created. The task can be modified from the default settings from here.
 4. Select Run Test Scan and Send to perform an initial scan and device discovery.
 5. At the end of your call with Print Audit Technical Support, you will be given a username and password to access the secure Print Audit Facilities Manager website.

Customizing Scan Settings

You can customize scan settings using the left side of the main configuration screen immediately after setup, or at any time by selecting PFDC Configuration from the Programs menu.



QuickScan: The default setting which scans a range of 254 IP addresses based on the IP address of the host computer.

Broadscan/Custom: Allows you to select any host IP and subnet mask, for a larger or smaller scan range.

Custom IP Range: Allows you to specify up to three IP ranges to scan.

Network Timeout: You may wish to increase this to 150ms if scans are returning missing information.

Enable PJJL/Enable Broadcast: Not applicable to Print Audit Facilities Manager

Save: Select Save to retain any changed settings.

Accessing your Print Audit Facilities Manager Account

Point any internet-connected web browser to <http://www.printaudit.com/facilitiesmanager.asp> and enter your login and password information.

Looking at Different Views

There are 5 main “dashboard” views within Print Audit Facilities Manager. From any dashboard view, you can expand one or more customers, to view device-specific information, as well as view any “red flags” that alert you to a problem with a specific device.

Financial view

Detail View

Technical view

Supplies View

TCO View

Setup and Reporting Menus

Expand Customer

Collapse Customer

Device list and Device information

Device Detail Link

Model and Assignment Link

Customer Name	Supplies	Status	Count	Serial No.	IP address	Location	Asset #	Model
Apple Co	●	●	624					
Aspen Co	●	●						
Brennan Inc.	●	●	0					
Device Name	Supplies	Status	Count	Serial No.	IP address	Location	Asset #	Model
048 Lexmark T630	●	●	29	9921LVV-46-0	142.30.34.48			Lexmark T630
032 Lexmark Optra S 2455	●	●	0		142.30.34.32			Lexmark Optra S 2455
181 Lexmark Optra T620	●	●	213		142.30.35.181			Lexmark T620
179 Lexmark T620	●	●	457		142.33.117.179			Lexmark T620
186 Document Centre Color	●	●	1252		142.30.34.186	Not Set		Xerox Document Centre 7555T
147 HP LaserJet 4050 Series	●	●	18	USCC004900	142.30.34.147			HP 4050
133 Lexmark Optra S 1855	●	●	103		142.30.34.133			Lexmark Optra S 1855
027 Lexmark Optra S 1855	●	●	10	890B04V-49-0	142.30.34.27	Warehouse - Parts Office		Lexmark Optra S 1855
033 Lexmark Optra S 1855	●	●	324		142.30.34.33			Lexmark Optra S 1855
035 Lexmark Optra S 1855	●	●	134		142.30.34.35			Lexmark Optra S 1855
034 Lexmark Optra S 1855	●	●	17		142.30.34.34			Lexmark Optra S 1855
062 Lexmark Optra S 1855	●	●	0		142.30.34.62			Lexmark Optra S 1855
024 Lexmark Optra S 1855	●	●	76		142.30.34.24			Lexmark Optra S 1855
025 Lexmark Optra S 1855	●	●	508		142.30.34.25			Lexmark Optra S 1855
174 Lexmark Optra C710	●	●	7		142.30.35.174			Lexmark Optra C710
176 Lexmark Optra C710	●	●	39		142.30.35.176			Lexmark Optra C710
179 Lexmark Optra C 1200	●	●	66		142.30.35.179			Lexmark Optra Color 1200

Technical View

- Supplies Status
- Location
- Device Status
- Asset Number
- Daily Page Count
- Model Description
- Serial Number
- Red Flag Alerts
- IP Address

Supplies View

- Serial Number
- Toner Levels or Status
- Last Order Date
- Depletion Date
- Stock Level

TCO View

- Serial Number
- Monthly Total Cost of Ownership
- Monthly Equipment Cost
- Monthly Maintenance Cost
- Monthly Toner Cost
- Monthly Paper Cost

Detail View

- Serial Number
- Assigned Cost-per-Copy
- IP Address
- Cost-per-Copy Delta (per copy)
- Month Page Count
- Monthly Delta
- Page Coverage
- Actual Cost-per-Copy

Financial View

- Serial Number
- Monthly Total
- IP Address
- Assigned Cost-per-Copy
- Monthly Page Count
- Utilization

Device Detail Screen

The Device Detail screen is accessed by clicking on any device name from any dashboard view, and shows comprehensive information about that specific device.

PRINT AUDIT Facilities Manager Print Audit Sheldon Reiss

Financial View > Device Detail

022 HP4600 - Marketing **HP Color 4600**

IP Address	Location	Serial No.	Firmware
192.168.1.22	Building 1	JPAKD08733	R.22.09

Page Counts

Yesterday	Week	Month	Life	Life Color
57	347	7102	191873	157725

Total Cost of Ownership **Month: \$110.83** **\$ / Page**

Savings last **\$201.20** **\$0.01**

Current printer utilization stands at 8.36%

Printer Display

Powersave on 24 hr

Printer Status

Service Requested

85,000 page duty cycle, maintenance req. @ 120,000 pages

Followup Maintenance

Product #	Quantity	Last Order Date
15167	1	Jun 20, 2005 @13:55
15168	1	Jun 10, 2005 @12:25
15169	1	Jun 15, 2005 @09:40
15170	1	Jun 16, 2005 @10:39

Order Now

1. Device Description
2. Model Description
3. Model Image
4. Rated Duty Cycle & Maintenance Interval
5. Link to Maintenance Screen (Refer to 2.7)
6. Link to Follow-up Screen (Refer to 2.8)
7. Basic Device Information • IP Address, Location, Serial #, Firmware
8. Page Counts • Yesterday, Weekly, Monthly, Life, Color (Monthly), Black (Monthly)
9. Monthly Total Cost of Ownership with link to TCO Screen (Refer to 2.9)
10. Dealer Savings
11. Cost per page
12. Current Utilization
13. Current Printer Display
14. Link to 24-hour Printer Display (Refer to 2.10)
15. Current Printer Status
16. Toner Levels
17. Online Ordering Feature
18. Last Order Date

Maintenance

The maintenance screen allows you to keep track of maintenance performed, look up parts information for the device, and generate a simple record of warranty information.

Follow Up

The follow up feature allows you to set intervals that will trigger “Red Flag” alerts, which will appear on the Technical View dashboard.

Select either Life Page Count, or Pages Printed from the time of creating the record, and then enter the value that it is to be triggered at.

TCO View

The Total Cost of Ownership view gives you a comprehensive look at the cost components involved in operating the device.

Monthly total cost of ownership

Dealer savings

Link to the settings screen

Paper cost, calculated by number of pages printed multiplied by the cost of one sheet

Monthly maintenance cost calculated according to default settings

Monthly equipment cost calculated as a function of purchase date and depreciation period

Actual toner cost, based on pages printed, page coverage, and cartridge cost

Toner cost based on OEM cartridges

Energy cost, calculated using the KWH cost, and the number of hours the device was in standard vs powersave mode

Select date button

You can change any numbers in WHITE boxes, and click “Recalculate”

To save any recalculations as the new defaults, click “Save”

PRINT AUDIT Facilities Manager

Print Audit

Sheldon R. Papp

Logout

Technical View > Device Detail > Device TCO

022 HP4600 - Marketing

HP Color 4600

Monthly Total Cost of Ownership **\$110.79** Monthly Savings: \$5.19

Pages Printed 7102

Maintenance Cost \$0.00 a month

Purchase Date Feb 03, 2002

Purchase Price \$3600.00

Depreciation Period (months) 36

Total Equipment \$0.00

KWH Cost \$0.06

Standard Hours 0 @ 0 W

PwrSave Hours 0 @ 0 W

Total Energy \$0.00

Cost of Paper \$0.0130 per sheet

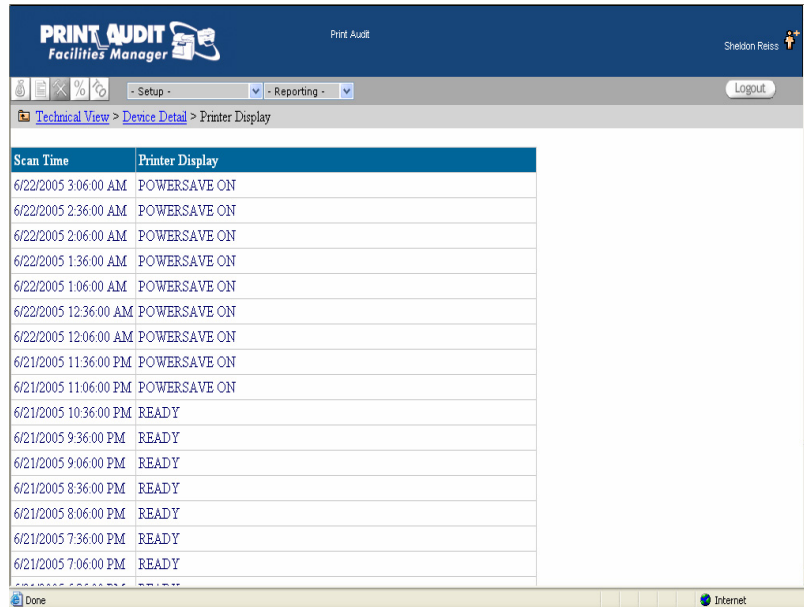
\$92.33 Total

	Black	Cyan	Magenta	Yellow
Est. Pg Cover	5.0%	5.0%	5.0%	5.0%
Rated Yield	9000	8000	8000	8000
Cartridge \$	\$139.00	\$159.00	\$159.00	\$159.00
Toner CPP	\$0.0006	\$0.0004	\$0.0008	\$0.0008
Toner Costs	\$4.26	\$2.84	\$5.68	\$5.68
Total Toner	\$18.46	OEM	\$23.65	

Recalculate Save

24-hour Printer Display

The 24-hour display features records the display of a device each half hour, and places it in a table. This allows you to view any recurring problems that may need further attention.



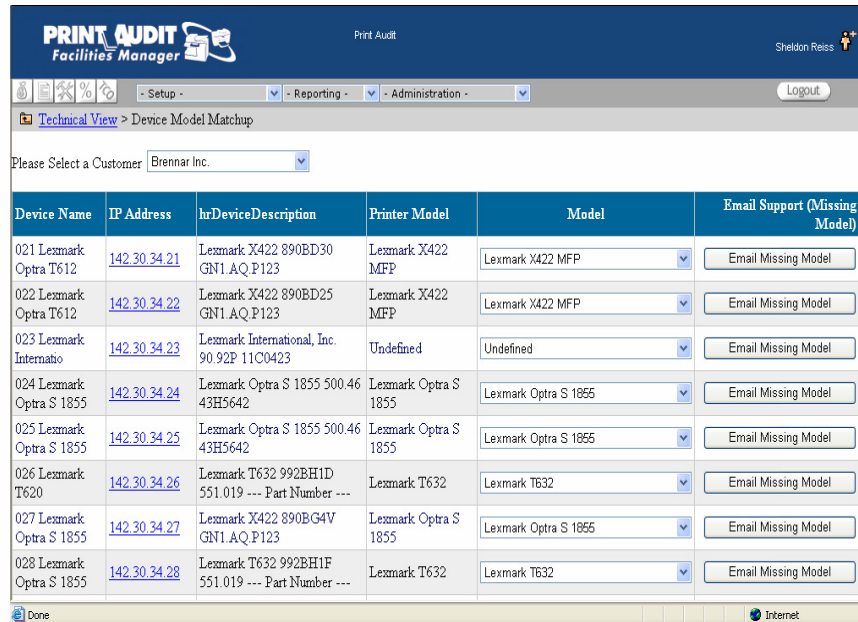
The screenshot shows the PRINT AUDIT Facilities Manager web application interface. The top navigation bar includes the logo, user name 'Sheldon Reiss', and a 'Logout' button. Below the navigation bar, there are tabs for 'Setup' and 'Reporting'. The main content area displays a table titled 'Printer Display' with two columns: 'Scan Time' and 'Printer Display'. The table contains 18 rows of data, showing the status of the printer at various times over a 24-hour period. The status is 'POWERSAVE ON' for most of the day and 'READY' for a portion of the evening.

Scan Time	Printer Display
6/22/2005 3:06:00 AM	POWERSAVE ON
6/22/2005 2:36:00 AM	POWERSAVE ON
6/22/2005 2:06:00 AM	POWERSAVE ON
6/22/2005 1:36:00 AM	POWERSAVE ON
6/22/2005 1:06:00 AM	POWERSAVE ON
6/22/2005 12:36:00 AM	POWERSAVE ON
6/22/2005 12:06:00 AM	POWERSAVE ON
6/21/2005 11:36:00 PM	POWERSAVE ON
6/21/2005 11:06:00 PM	POWERSAVE ON
6/21/2005 10:36:00 PM	READY
6/21/2005 9:36:00 PM	READY
6/21/2005 9:06:00 PM	READY
6/21/2005 8:36:00 PM	READY
6/21/2005 8:06:00 PM	READY
6/21/2005 7:36:00 PM	READY
6/21/2005 7:06:00 PM	READY

Model Assignment Screen

The Model Assignment Screen is accessed via the Technical View dashboard by clicking on any Model link, and allows you to add or change a model assignment. Each device is assigned a corresponding model to gather non-MIB information such as duty cycle, maintenance interval, etc.

Simply select the model that matches your device from the drop down menu, and select to update the models using the button at the bottom of the screen. If you cannot find the proper corresponding model in the drop down menu, click "Email Missing Model", and a request will be sent to Print Audit Technical Support to add an additional model record.



Device Name	IP Address	hrDeviceDescription	Printer Model	Model	Email Support (Missing Model)
021 Lexmark Optra T612	142.30.34.21	Lexmark X422 890BD30 GN1.AQ.P123	Lexmark X422 MFP	Lexmark X422 MFP	Email Missing Model
022 Lexmark Optra T612	142.30.34.22	Lexmark X422 890BD25 GN1.AQ.P123	Lexmark X422 MFP	Lexmark X422 MFP	Email Missing Model
023 Lexmark Internatio	142.30.34.23	Lexmark International, Inc. 90 92P 11C0423	Undefined	Undefined	Email Missing Model
024 Lexmark Optra S 1855	142.30.34.24	Lexmark Optra S 1855 500.46 43H5642	Lexmark Optra S 1855	Lexmark Optra S 1855	Email Missing Model
025 Lexmark Optra S 1855	142.30.34.25	Lexmark Optra S 1855 500.46 43H5642	Lexmark Optra S 1855	Lexmark Optra S 1855	Email Missing Model
026 Lexmark T620	142.30.34.26	Lexmark T632 992BH1D 551.019 --- Part Number ---	Lexmark T632	Lexmark T632	Email Missing Model
027 Lexmark Optra S 1855	142.30.34.27	Lexmark X422 890B G4V GN1.AQ.P123	Lexmark Optra S 1855	Lexmark Optra S 1855	Email Missing Model
028 Lexmark Optra S 1855	142.30.34.28	Lexmark T632 992BH1F 551.019 --- Part Number ---	Lexmark T632	Lexmark T632	Email Missing Model

Setup Menu

There are several features in Print Audit Facilities Manager that require manual setup of device or organization specific information. The Setup menu, located on any of the main dashboard views, will allow you to activate these features.

Change Password

Change Password under the Setup menu allows you to change your access password for www.printaudit.com/facilitiesmanager.asp. It is advisable to change your password periodically to obtain maximum security.

After clicking Save, your password will be changed. Please use the new password next time you login to <http://www.printaudit.com/facilitiesmanager.asp>.

Manual Input

Manual Input allows you to enter specific device information for devices that are not able to tell Print Audit Facilities Manager what that information is. Device vitals, toner cartridge information, page coverages, monthly values, and financial values can be entered here.

1. Select customer from drop-down menu
2. Select device from scroll-down menu
3. Manually enter desired device information
4. Click Update

Settings

The Settings selection allows you to choose which components are included in cost per copy calculations, and what to charge for each component. Check the components you which to include, and enter in any applicable cost figures.

TCO Calculator

The TCO Calculator can be used as a quick TCO reference. Data entered here will not be transferred into any other Print Audit Facilities Manager data or calculation. Simply enter all the information you would like to include in the calculation, and click Calculate TCO. Any information not entered will remain as zero in the calculation.

Toner Stock Management

The Toner Stock Management function allows you to keep track of your toner inventory for each device. The information entered here will activate the Stock Level and Depletion fields in the Supplies View.

1. Select customer
2. Enter quantities of toner inventory
3. Click Update to save information, or Cancel to return to previous stock information

CPC Assignment

The CPC Assignment function allows you to set the actual cost per copy paid by a customer. Select the customer you wish to set a CPC rate for from the scroll-down menu. Click Use CPC to be able to select one of three different methods to set CPC:

1. By Customer: Set a single CPC for each customer
2. By Monochrome vs Color: Set a different CPC for monochrome and color devices
3. By Device: Set a different CPC for each device

Import/Export

The Import/Export function allows you to download or upload client data via an XML or CSV file.

User Management

The User Management function allows you to add, delete, and update user account information. Dealers are able to add new end user customers under their account.

Reporting Menu

The Reporting Menu allows you to set up asset, error, and history reports, as well as schedule automatic reporting. The Reporting Menu is accessible through any of the main dashboard views.

Customer Name	Supplies	Status	Count	Serial No.	IP address	Location	Asset #	Model
Apple Co	936							
Aspen Co								
Brennar Inc.								
Device Name	Supplies	Status	Count	Serial No.	IP address	Location	Asset #	Model
048 Lexmark T630			0	9921LVV-46-0	142.30.34.48			Lexmark T630
032 Lexmark Optra S 2455			0		142.30.34.32			Lexmark Optra S 2455
181 Lexmark Optra T620			0		142.30.35.181			Lexmark T620
179 Lexmark T620			0		142.33.117.179			Lexmark T620
166 Document Centre Color			0		142.30.34.166	Not Set		Xerox Document Centre 255ST
147 HP LaserJet 4050 Series			0	USCC004900	142.30.34.147			HP 4050
133 Lexmark Optra S 1855			0		142.30.34.133			Lexmark Optra S 1855
027 Lexmark Optra S 1855			0	890BG4V-49-0	142.30.34.27	Info Svcs: 3066		Lexmark Optra S 1855
033 Lexmark Optra S 1855			0		142.30.34.33			Lexmark Optra S 1855
035 Lexmark Optra S 1855			0		142.30.34.35			Lexmark Optra S 1855
034 Lexmark Optra S 1855			0		142.30.34.34			Lexmark Optra S 1855
062 Lexmark Optra S 1855			0		142.30.34.62			Lexmark Optra S 1855
024 Lexmark Optra S 1855			0		142.30.34.24			Lexmark Optra S 1855
025 Lexmark Optra S 1855			0		142.30.34.25			Lexmark Optra S 1855
174 Lexmark Optra C710			0		142.30.35.174			Lexmark Optra C710
176 Lexmark Optra C710			0		142.30.35.176			Lexmark Optra C710
179 Lexmark Optra C 1200			0		142.30.35.179			Lexmark Optra Color 1200
041 Lexmark Optra T614			0		142.30.34.41			Lexmark Optra T614

Asset Reports

The Asset Reports feature allows you to view 5 different types of reports for your print and copy assets: Page Count Hourly, Page Count Daily, Page Count Monthly, Toner Levels, and Introduction Date vs. Page Count.

Error Reports

Error reports show the frequency of different types of errors such as low toner, out of paper, service requested, paper jam, etc.

History Reports

The History Reports function gives you a comprehensive look at historical data of your devices, from costs to page coverages.

Email Reports

After any “Show Report” button is clicked, the selected report will appear with an option to email it. Type in the desired email address and click Send, and it will be sent to the desired address.

Report Scheduler

The Report Scheduler function allows you to set up automatically generated reports that will be sent to a specified email address. A list of set up reports will appear in the table on the right hand side of the screen.

Support

Should you require assistance with the Facilities Manager, please do not hesitate to contact our technical support.

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